

**CONFIDENTIAL**

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DDP/RMS-70/116  
10 September 1970

MEMORANDUM FOR: \_\_\_\_\_ /RMO

SUBJECT : Archival Acceptance of Microfilm Reader-Printer Copy

1. Although, to date, use of microfilm reader-printer copy for consolidation of files has been limited, its use will no doubt increase as these machines become more readily available. Users should be made aware that there is as yet no indication that reader-printer copy paper is acceptable for archival purposes and its use in consolidation of files should be for temporary information purposes only.

2. There is conjecture that copy produced by a photographic process (such as that of the most prevalent 3M 100 and 400 series reader-printers and the Kodak reader-printers) should be acceptable for archiving if the copy dries within 10 seconds, thus reducing the residue of chemicals. The life of dry-silver copy (such as that from the 3M Executive I, or 500 series) has not been determined, although there are indications that the paper begins to darken after only a few years in file. National Archives and Records Service has recently been queried through the Agency Records Administration Staff and has replied that it has no data in this regard, and as yet has made no tests, although tests may be made in the near future by the National Bureau of Standards as an off-shoot of some current testing now underway.

3. In the meantime, if files commanding 60-year and permanent retention periods (e.g., project and 201 files) are to be consolidated by this method, it is suggested that Xerox or electrostatic copies be made in turn of the reader-printer copy and that these be used in consolidation of the file. Xerox and electrostatic copies are acceptable for archiving, and tests have indicated that -- assuming a reasonable microfilm image -- good quality Xerox and electrostatic copies can be obtained from both photographic and dry-silver reader-printer copy with a negligible loss of image sharpness in the regeneration.

4. It is requested that this information be brought to the attention of appropriate personnel.

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AC/DDP Records Management Staff

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